EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Site Coordinator</td>
<td>17509</td>
<td>12/19/2019</td>
<td>Santa Clara</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
<th>REQUIRED FOR POSITION</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>$18</td>
<td>Monday-Friday</td>
<td>Varies</td>
<td>Drug Screen, Background Check</td>
<td>High School Diploma/GED</td>
</tr>
</tbody>
</table>

JOB DESCRIPTION

Our Workplace Services Team delivers value-added operations, programs, and services that are laser-focused on enhancing the daily experience of our workforce and guests. The Workplace Site Coordinator is a position within Site Services that will play an essential role in this mission by serving as the first point of contact in our lobbies and delivering a consistently exceptional and exceptionally consistent service experience reflective of our role.

It also requires interacting with employees and visitors from around the world, including executives, VIPs, and regulatory agencies, as well as multiple internal stakeholders, such as our Workplace Service colleagues, Corporate Relations, the Community in whole, Events, Site Operations, and other functions within Site Services.

Responsibilities
- Taking the lead on all Workplace Services programs such as food services, event management, amenities, fitness center, and transportation on a daily basis
- Manage all vendors for the Workplace Service team including HVAC, electrical, plumbing, security, janitorial, furniture, indoor foliage, kitchen services, linen services and first aid
- Manage our work order ticket system, including receiving and reviewing request, assign work orders and tracking completion/closeout- assuring work orders are being closed out efficiently
- Manage a portion of OPEX job responsibilities
- Provides quality customer service and following up without being notified
- Responds to client/customer inquiries and complaints
- Assists with team moves/adds/changes and new employee set ups
- Assist with onboarding and offboarding employees
- Maintaining a clutter free and safe working environment
- Working to get the ERT (Emergency Response Team) plan for location, recruit and train members and conduct annual drills.
- Assist with Regional Disaster Recovery Program
- Maintain preventative maintenance schedules within Workplace Services
- Monitors contractors/vendors performance to ensure work is being completed up to standards
- Routinely inspecting the facility for cleanliness, functionality of all systems; noting anything that might need repair or clean up
- Solicits bids and quotes from vendors, enter POs, approve invoices, through their lifecycle
- Organize events to include room readiness for training classes, meetings, etc.
- Set up conference rooms/training rooms as required
- Daily break room support and restocking office supplies
- Be able to act independently, friendly, out-going and confident demeanor with little to no direction and ambiguity
- Have the ability to "roll up your sleeves" and being proactive

3 TO 5 KEY SKILL SETS REQUIRED
Requirements
• High school diploma or equivalent required; Associate's degree preferred
• 3 years or more of experience in an office environment
• 2 to 3 years of experience with Microsoft Office Software such as (Word, Excel, Outlook)
• Strong work ethic, team and service-oriented; being able to build working relationships.
• Strong verbal communication and phone and customer service skills.
• Professional demeanor, appearance, and attitude.
• Be able to act under stress and be calm under unique situations
• Be able to lift 10-15 lbs
• Demonstrated ability to be flexible and adapt to an ever-changing work environment.
• Able to appropriately handle confidential and highly sensitive material.
• Ability to work effectively with minimal supervision as an individual and as part of a team